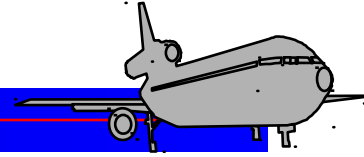


# ***Defense Travel System*** ***"THE NEXT STEP"***

**Lt Col Harold P. Fagan**  
**Chief, Travel**  
**Reengineering Division**



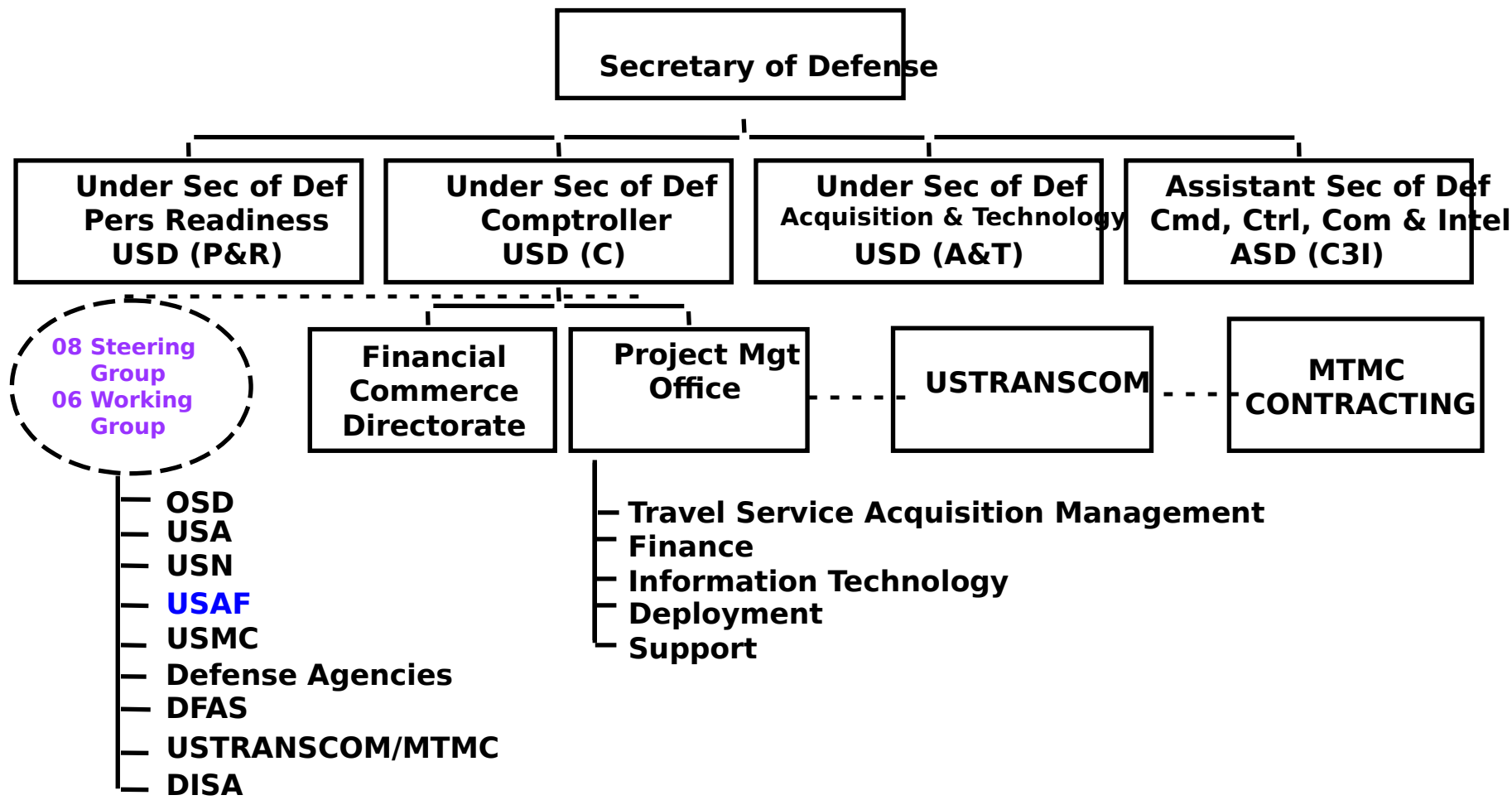
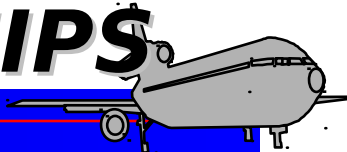
# ***OVERVIEW***



- ☐ **BACKGROUND**
- ☐ **DEFENSE TRAVEL SYSTEM**
- ☐ **CONTRACT UPDATE**
- ☐ **IMPLEMENTATION**
- ☐ **ISSUES**

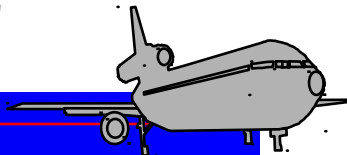


# ORGANIZATION RELATIONSHIPS



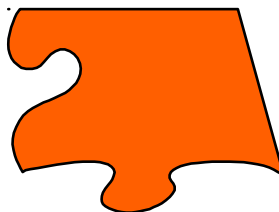
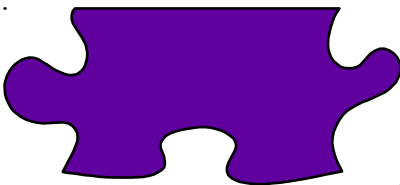
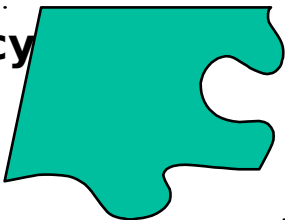


# ESSENTIAL ELEMENTS



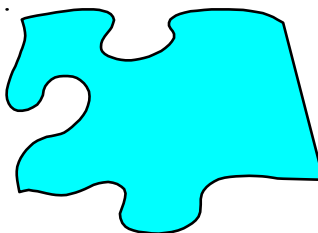
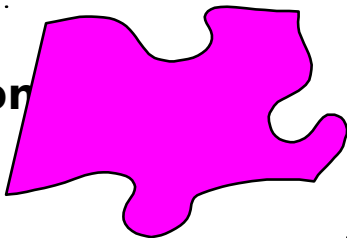
## Arrangements

**Policy**



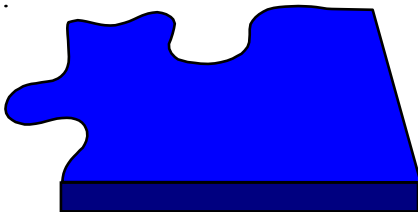
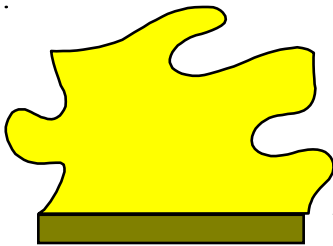
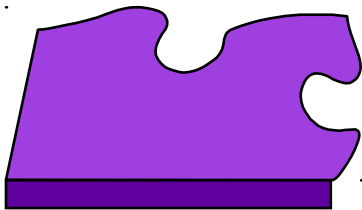
**Payment**

**Authorization**



**Accountability**

**Execution**

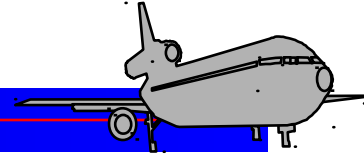


**Audits**

**Reconciliation**



# ***OBJECTIVE***

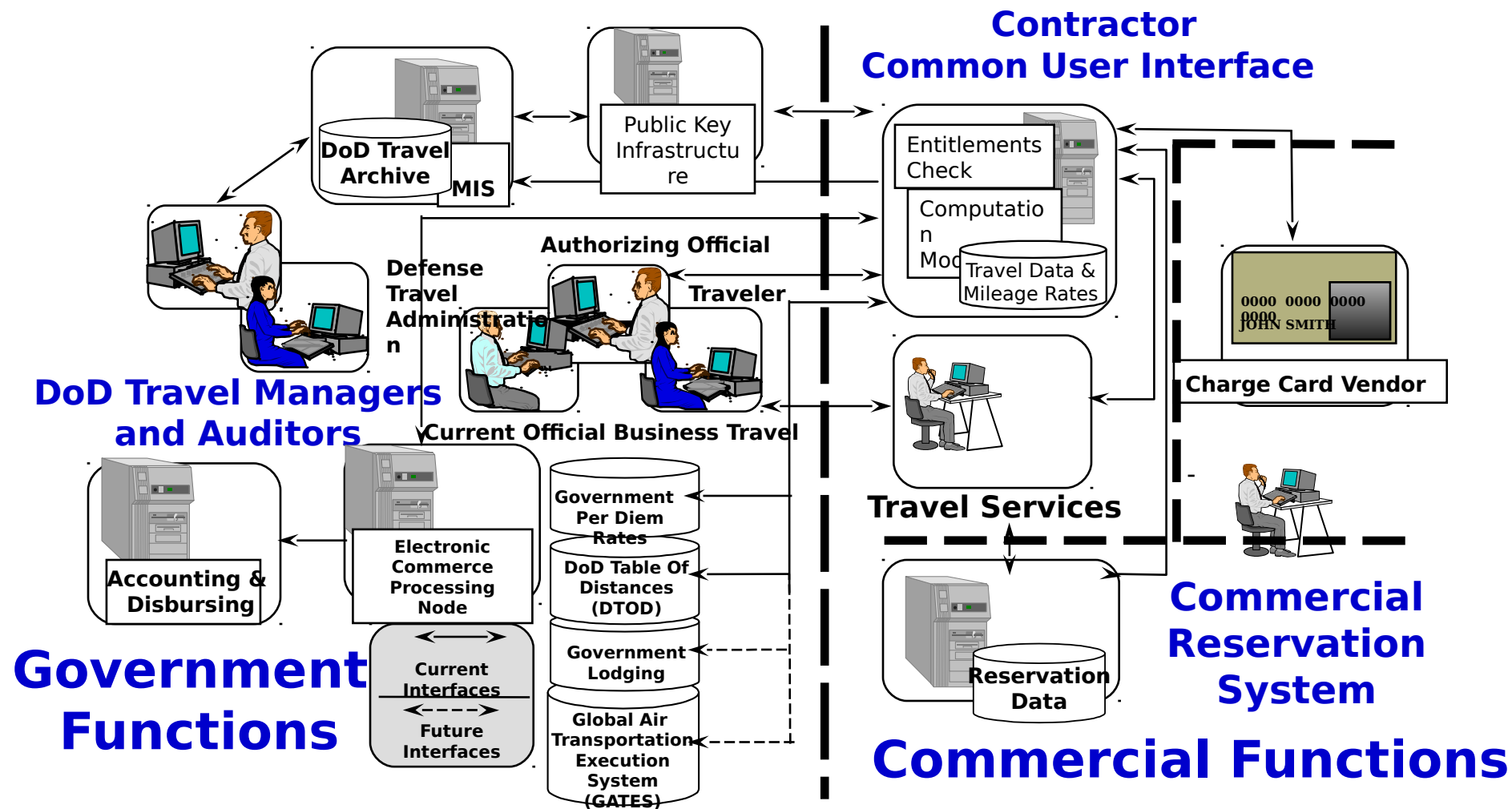
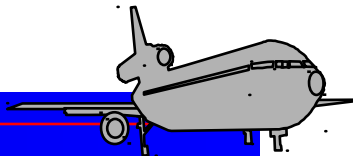


**Seamless, paperless Temporary Duty (TDY) travel system for all DoD organizations that meets the needs of travelers, commanders, and process owners**

- **Improves customer service**
- **Meets mission requirements**
- **Reduces costs**

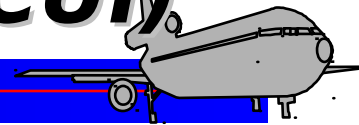


# DEFENSE TRAVEL SYSTEM



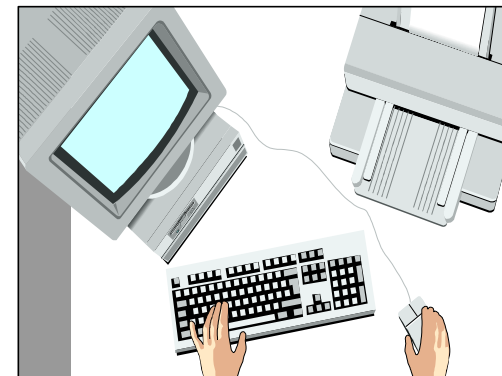


# ***COMMON USER INTERFACE (CUI)***



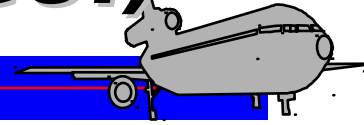
## **Functions accomplished via the Common User Interface (CUI)**

- **Travel arrangements (transportation, meals and lodging)**
- **Travel “should cost” estimates**
- **Travel checkbook management**
- **Policy checks**
- **Exceptions to policy**
- **Voucher completion**



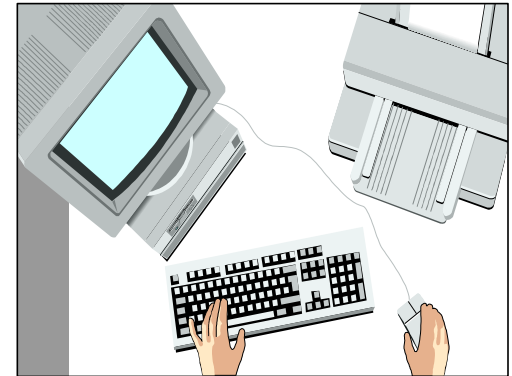


# **COMMON USER INTERFACE (CUI)**



## **Functions accomplished via the Common User Interface (CUI)**

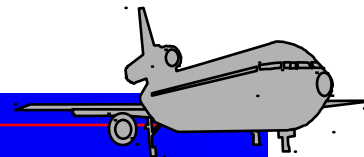
- **Overdue claims**
- **Maintain travel data**
- **Digital signature**
- **Payment vouchers to DADS**
- **Archive/MIS Interface**







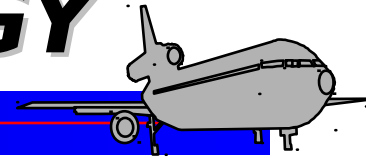
# ***CHALLENGES***



- ❑ **Commercial Off the Shelf (COTS)  
Product for Service Requirements**
- ❑ **Revise Old Business Processes**
- ❑ **Uncharted Territory**
  - **Large scale Application of Digital Signature**
  - **Electronic Data Interchange**
  - **Electronic DoD Archive Interchange**
  - **Electronic Records Management**
- ❑ **Optimistic Test Schedule**
- ❑ **Security-Certification and Accreditation**
- ❑ **Aggressive Implementation Schedule**



# ***ACQUISITION STRATEGY***



## ❑ **First contract**

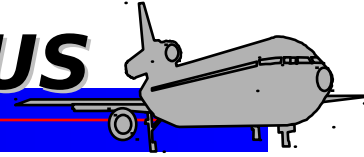
- **Common User Interface (CUI) services**
  - ❑ --Worldwide deployment
- **Traditional Commercial Travel Office (CTO) services**
  - ❑ --Official and Leisure
- **Integration of CUI and CTO services**

## ❑ **Follow-on Contracts**

- **CTO services - Official & Leisure**
  - ❑ --Multiple award - Indefinite Delivery, Indefinite Quantity contract
- **Plug and play to the CUI**



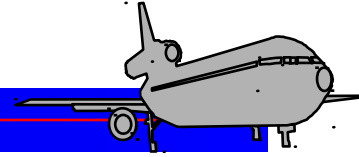
# ***FOLLOW-ON CONTRACTS ACQUISITION STRATEGY - CONUS***



- ❑ **1 Solicitation**
- ❑ **18 Geographical areas**
- ❑ **Range est. annual dollar volumes**
  - **Official \$25-88 million**
  - **Leisure \$2.5-23 million**
- ❑ **Separate procurements**
  - **Official travel management services**
  - **Leisure travel management services**



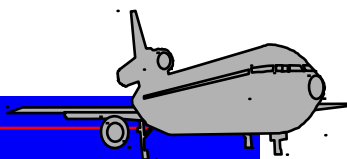
# ***CONTRACT UPDATE***



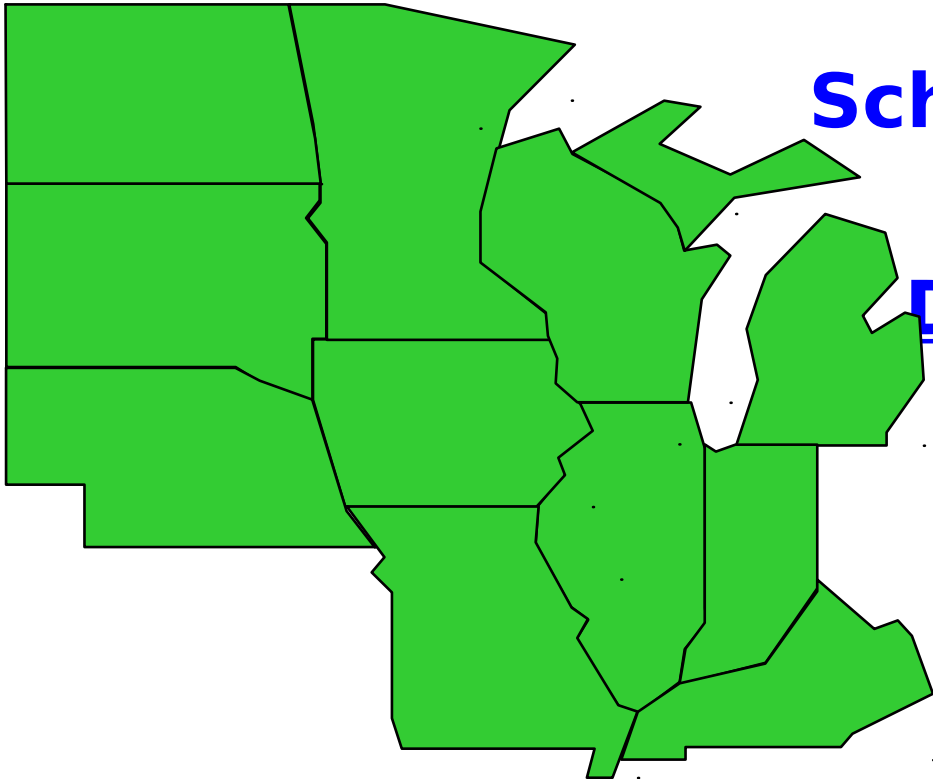
- ☐ **Contract Awarded      May 98**
- ☐ **Protest filed with GAO      May 98**
  - ☐ **Complete work stoppage--110 days**
- ☐ **Protest Resolved      Sep 98**
- ☐ **Work Resumed      Oct 98**
- ☐ **System Test Nov 98**
- ☐ **Begin DTS implementation      Spr 99**
- ☐ **DTS Worldwide      Fall 01**



# IMPLEMENTATION



## Commences in Defense Travel Region 6



### Scheduled

Bases Impl

Date

Ellsworth Jul  
99

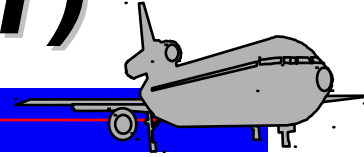
Grand Forks Jul 99

Minot Jul  
99  
\*\*Site for DTS Phase III A&B System

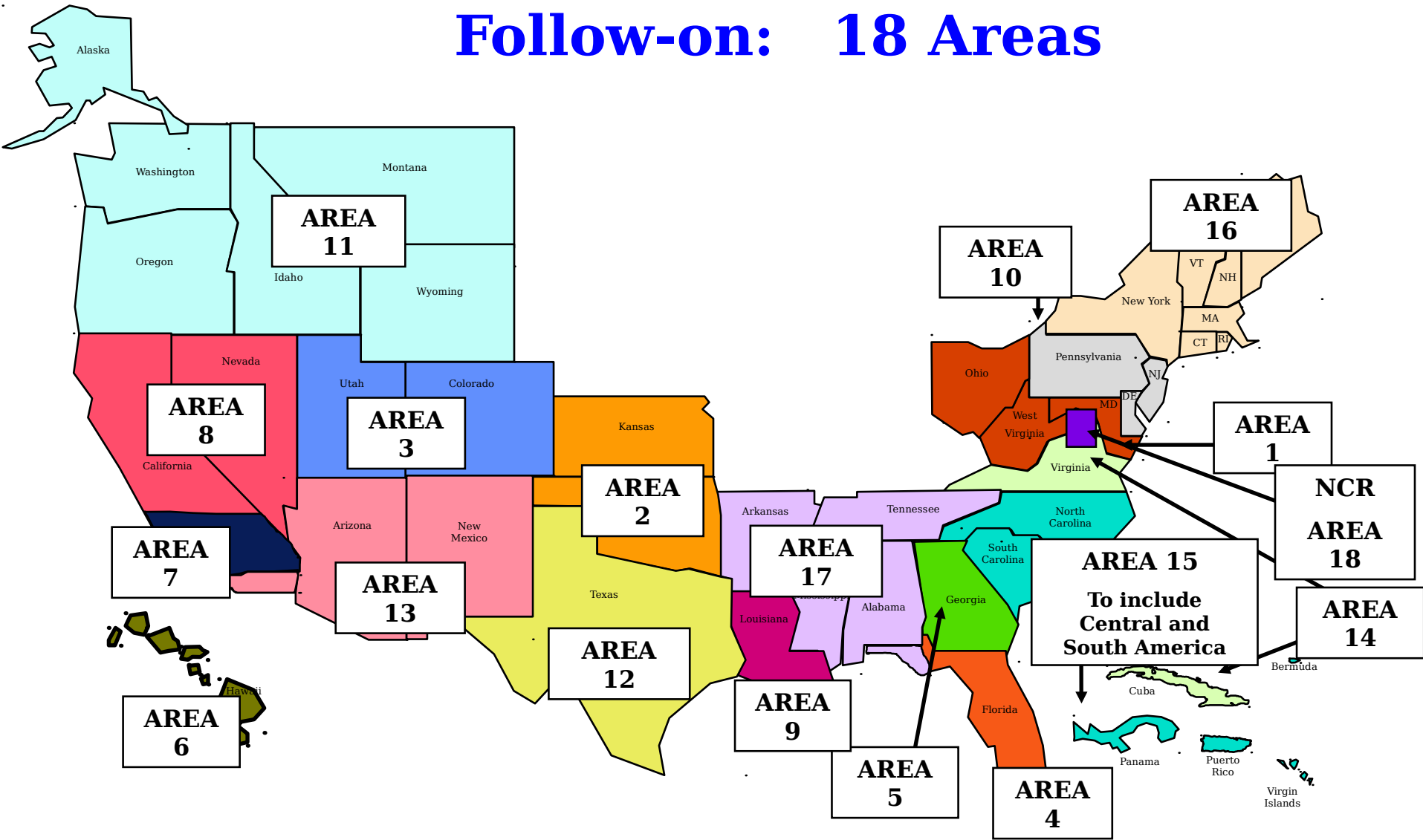
Off H A 99



# IMPLEMENTATION (CON'T)

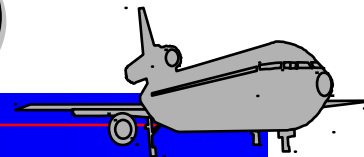


## Follow-on: 18 Areas





# IMPLEMENTATION (CONT)



## CY 99

### BASE

### DATE

### BASE

### DATE

WHITEMAN AFB MO (IOC)  
12/6/99

5/17/99

KEELSER AFB MS

MINOT AFB ND 7/6/99

GRAND FORKS ND 7/6/99

ELLSWORTH AFB SD 7/6/99

12/6/99

OFFUTT AFB NE 8/2/99

ARNOLD AFB Tn 8/2/99

PETERSON AFB CO 10/18/99

12/6/99

CHEYENNE MTN AS 10/18/99

12/6/99

USAFA CO 11/1/99

12/13/99

MAXWELL AFB AL 11/1/99

12/13/99

ROME LAB, ROME NY 11/29/99

COLUMBUS AFB MS 12/6/99

LACKLAND AFB TX 12/6/99

BROOKS AFB TX

GOODFELLOW AFB TX 12/6/99

LAUGHLIN AFB TX 12/6/99

RANDOLPH AFB TX

KELLY AFB TX

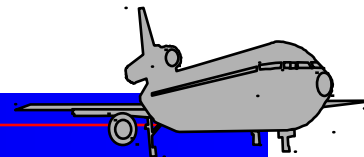
TYNDALL AFB FL

MOODY AFB GA

SHAW AFB SC



# WHO USES DTS



*Currently, use of the DTS falls into two categories:*

## ❑ Full Use

- All active duty DoD uniformed personnel (including Reserve Component personnel on active duty) and DoD civilians are **required to use the CUI exclusively** to perform official temporary duty travel.

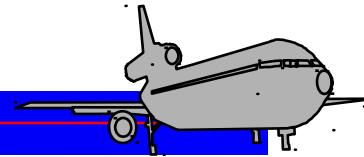
## ❑ Limited Use (Arrangements Only).

- Reservists on inactive duty, midshipmen and cadets, patients, and escorts and attendants for official temporary duty travel.
- Pre-employment travel, invitational travel, travel under emergency conditions while on temporary duty.
- All DoD uniformed and civilian personnel for





# TRAVELER



## ❑ Use Common User Interface:

- Request travel authorization
- Make travel arrangements
- Submit post-travel claims

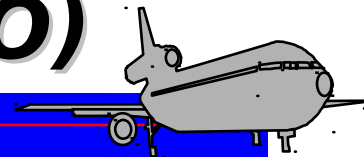
## ❑ Retain required receipts\*



**\* Traveler required to  
maintain  
receipts for 6 years, 3**



# ***AUTHORIZING OFFICIAL (AO)***



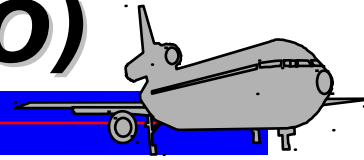
## **General Responsibilities**

- **Directs/authorizes travel**
- **Obligate Unit Travel Funds**
- **Authorize trip arrangements**
- **Approve Travel expenses**



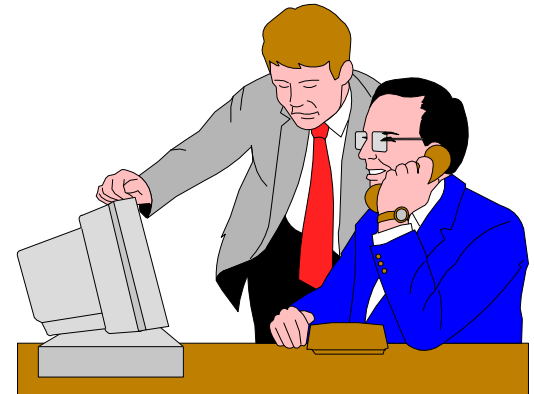


# ***AUTHORIZING OFFICIAL (AO)***



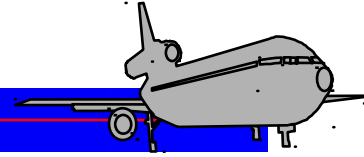
## **Specific Responsibilities**

- **Lodging Selection**
- **Mode of Transportation**
- **Rental Cars**
- **Trips Home**
- **Phone Calls**
- **Shipment/storage of household goods**
- **Travel days**





# **DEFENSE TRAVEL ADMINISTRATION (DTA)**

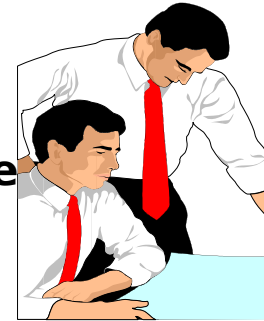


## **❑ Two-Tiered Approach**

- Installation (FM) and Organizational DTAs

## **❑ Input and Maintain Users Profile**

- Personal and Financial Data, Travel Preference
- Link Travelers to Authorizing Officials
- Joint responsibility (FM and Orgs)



## **❑ Establish and Review Org's Checkbook**

- Overlay RC/CC System
- Joint responsibility (FM and Resource Advisors)

## **❑ Local Help Desk**

- Single POC for all DTS related issues



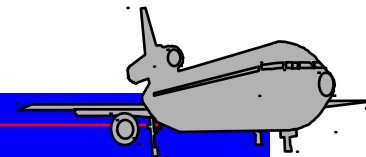
## **❑ Training**

- Recurring and Follow-on Training as required
- AF-unique policies and procedures for TDY travel





# ***TRAINING***

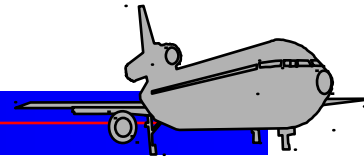


- ❑ **Comprehensive DTS Training Program**
  - **Based on “Train-the-Trainer”(TTT) Approach**
    - ❑ **Vendor-provided Training**
    - ❑ **Government-provided Training**
- ❑ **Specialized Training**
  - **Recurring for DTAs**
  - **Travelers and Authorizing Officials**
- ❑ **AF-unique Training**
  - **Tailored to AF Organization**
  - **Based on Pilot Experience**





# SYSTEM TEST



## ❑ DTS will be tested in 4 Phases

### ■ Joint Interoperability Test Command (JITC) has lead

- ❑ Phases I, II, and IIIB--JITC
- ❑ Phase IIIA Parts 1& 2--Whiteman AFB
- ❑ Phase IV-- Ft Campbell

### ■ Phase I began--Nov 98

- ❑ Results--Partially Successful
- ❑ Re-test focused on DFAS Certification
- ❑ Lessons learned



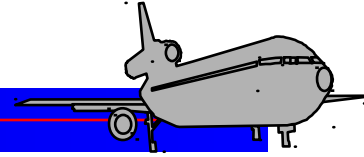
## ❑ Whiteman AFB--22 Feb-12 Mar

- Preparation on-going
- Test Participants from all MAJCOMs
- "First" Operational Site for DTS





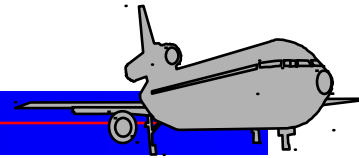
# ***DIGITAL SIGNATURE***



- ❑ Everyone who uses DTS must have a Digital Signature**
  - Travelers use to initiate the trip request**
  - Approving Officials (AO) use to authorize travel**
  - Travelers use to file travel expenses**
  - AO s use to approve travel expenses**
- ❑ DoD issued Digital Signatures are a legal method of signing official documents.**
- ❑ AF placed responsibility for Digital Signature in Information Assurance Office**



# **WHAT YOU CAN DO -- NOW!**

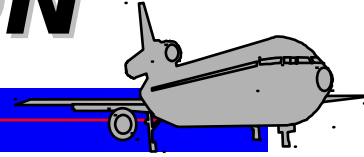


- ❑ **Take the Lead**
- ❑ **Review available Information**
  - **Understand DTS Concept of Operation**
  - **AF Implementation Template**
    - ❑ **Milestones for standing up DTS**
- ❑ **Establish DTS Implementation Team**
  - **Identify Key Functional Areas, and POCs--Internal and External**
  - **Identify Unique Requirements**
- ❑ **Focus on the Future**
  - **Old Paradigms vs New Technology**





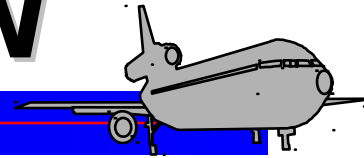
# ***FOR MORE INFORMATION***



<u><b>MAJCOM/HQs</b></u>	<u><b>POC</b></u>	<u><b>DSN</b></u>
<b>ACC</b>	<b>Lt Col Phillips</b>	<b>574-3379</b>
<b>AETC</b>	<b>Lt Col Flanagan</b>	<b>487-5393</b>
<b>AFMC</b>	<b>TSgt Hockless</b>	<b>986-3611</b>
<b>AFSPC</b>	<b>SMSgt Fish</b>	<b>692-5741</b>
<b>AFSOC</b>	<b>SSgt White</b>	<b>579-1736</b>
<b>AMC</b>	<b>SMSgt Dunn</b>	<b>576-5530</b>



# ***FOR MORE INFORMATION***



## **AF TRAVEL REENGINEERING DIVISION**

**Worldwide Web:** <http://www.hq.af.mil/SAFFM/>

**Phone:** (703) 614-8258 (DSN-224)

**FAX:** (703) 697-6670

**E-Mail:** [harold.fagan@pentagon.af.mil](mailto:harold.fagan@pentagon.af.mil)

**Mailing Address:**

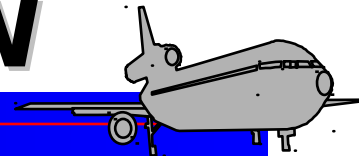
**SAF/FMBOT**

**1130 Air Force Pentagon**

**Pentagon, Wash DC 20330-1130**



# ***FOR MORE INFORMATION***



## **PROJECT MANAGEMENT OFFICE DEFENSE TRAVEL SYSTEM**

**Worldwide Web:** [\*\*www.dtic.mil/travelink/\*\*](http://www.dtic.mil/travelink/)

**Phone:** (703) 607-1498 {DSN 327}

**FAX:** (703) 602-8570 {DSN 332}

**E-Mail:** [\*\*pmodts@osd.pentagon.mil\*\*](mailto:pmodts@osd.pentagon.mil)

**Mailing Address:**

**Crystal Square 4, Suite 100  
1745 Jefferson Davis Highway  
Arlington, VA 22202-3402**